



CHECKLIST FORMAT FOR ARTICLES IN CCD

Text: in DIN A4 size page, font "times" or "times new roman", 12 cpi and single-spaced (including references).

Margins: 1 inch (2.54 cm) on all four sides of each sheet.

Text alignment: left and right (justified).

Length: should not exceed 7500 words including figures, tables, and references.

The pages should be numbered consecutively with the numbers in the lower right corner

Without separation among paragraphs.

First page: should contain the following items of the work: title in Spanish and English in lowercase, a summary of the work in Spanish and English, plus the key words in Spanish and English. By this order, or the opposite if the article is written in English.

Second page: start with the text. The main document should be in a new page (after abstract).

Clear indication of paragraphs or sections that comprise, and with a clear hierarchy of possible sub-sections (first level will be without tabulating in bold type, second will be in italic without tabulating, and the third will be in italics and with tabulation).

Title: Recommended 10 to 12 words.

Abstract: The length should not exceed 1200 characters (including punctuation and spaces), equivalent to about 150-250 words.

Keywords: 4 or 5 words that clearly reflect what the specific content of the work. Do not repeat the title. Only the first word is written with capital. Words separated with commas, and point at the end.

Figures and Tables: In the text, with consecutive numbering.

Figures and Tables: Figures caption in the bottom and Tables caption at the top.

Figures and Tables: Maintain simple tables without vertical lines.

Figures and Tables: The font size in the tables may vary depending on the amount of data that includes, and can be cut up to 8 cpi.

References: The literal references will be made in the text, setting behind the reference, in parentheses, the author's name (lowercase), coma, the year of the cited work, eat and the page where the text: (Sánchez, 1995, 143).

References: If it is desired to a generic reference in the text, i.e. without specifying page articles to books or references may be cited as follows: parentheses the author's last name in lowercase, comma and year of publication: (Ferro, 1995). References cited in the text must appear in the reference list.

References: dating in parenthesis should follow the alphabetical order.

References: - Whenever the reference is included in parentheses: the "&" will be used. When the reference is not included in parentheses, always will be used "and". The references of two authors are linked by "and" or "&", and references from various authors end up in a coma plus "and" or "&".

References: dating of more than two authors should be completed the first time they are mentioned, while in subsequent citations should include only the first author followed by "et al.". Example: Fernández et al. (2007). When citing two authors with the same surname, the initials of the relevant names must precede them.

References: When the same author has published two or more works by the same year, his works may be mentioned adding the lowercase letters a, b, c ... to date. Example: Ferro (1994 a, 1994 b).

References: follow the rules in terms of order of authors, the use of "and" or "&", the use of the comma (,) always after the penultimate author, and the format of writing according to the type of document that is referenced.

Acknowledgements: They must be placed in the application in the space defined for this purpose.